

**Microsoft® Word 2010, Project 2**

**Project Overview**

In this project students will learn to navigate and modify Microsoft® Word 2010 documents.

**Project Goals**

The goal of this project is to help students learn to successfully open, navigate, and modify a document. Students will save the document with a new name or in a different format and properly organize a storage location for future reference.

**Institution type:**

High School

**Skills covered**

After successfully completing this project, students will be able to:

* Open a file.
* Navigate through a document.
* Scroll through text.
* Insert text in a document.
* Select text.
* Edit a document by deleting and restoring text.
* Create a folder.
* Save a file with a different name.



**Student Assignment:**

You are currently serving as student liaison for your high school’s Student Government Association (SGA). You have been approached by several students questioning the purpose and value of SGA. You have created a draft of an informational handout explaining what the association does. However, after reviewing the draft, you believe you need to do more editing before sharing it with them at an upcoming SGA meeting.

Using the student data file Project2\_studentdata.docx, make the following revisions to ready the handout for upcoming meeting.

1. Open the file Project2\_studentdata from the student data files.
2. Navigate to the bottom of the document.
3. Place the insertion point at the end of the last paragraph in the document.
4. Press the ENTER key twice.
5. Type in the name of your high school.
6. Create a new folder on your student data diskette or on your student network drive. Name the folder Project 2.
7. Save the current file as project2a\_complete.docx in the folder.
8. Navigate to the top of the document and place the insertion point to the right of the word *Student* in the title.
9. Type in the words *purpose of* in the title. It should now read *What is the purpose of Student Government Association?*
10. Change the second sentence in paragraph 1 to read, *Interested students should speak with their teachers to learn more about any school organizations.*
11. Save the file in the Project 2 folder as a Rich Text Format (.rtf) file, with the name Project2b\_complete.
12. Save the file in the Project 2 folder with the name Project2c\_complete as a Microsoft® Word 2010 document file format (.docx).
13. Close all open files.
14. Open the file named Project2c\_complete from the Project 2 folder.
15. Change every instance of *SGA* to *Student Government Association* throughout the document.
16. Print the file.
17. Replace the word *school* in item #5 with *high school*.
18. Save the file in the Project 2 folder with the name Project2d\_complete.
19. Close the file.
20. Exit Microsoft Word 2010.